



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date December 3, 1972		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: DEC 13 1972 Application No. 460 Date Completed: DEC 28 1972	
2. Agency Application No. 72-07		3. AGENCY, Division, Subdivision & Administering Office Address Department of Education, Office of Instructional Services Teacher Recruitment and Special Programs Room 230, State Office Building Atlanta, Georgia		4. Person to Contact Mr. Robert McCants	
				5. Working Title Director	6. Tel. No. 656-2433
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1960 to Present		9. Exact Series Title In-Service Study Grant-In-Aid Files			
10. What is the function of the office in which this record series is created? These records are accumulated as a result of administering a grant-in-aid program which is a means of improving the academic standards of teaching personnel and are created as a result of (but not limited to) the following activities: (1) determining eligibility for critical fields and priority areas; (2) receiving applicants for grants-in-aid; (3) certifying eligibility; (4) securing monies loaned and (5) insuring satisfactory compliance with rules and regulations relating to academic standing and satisfaction of obligation to teach in the State.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). 1. Documents relating to (1) awards of grants and (2) securing and satisfaction of obligations. 2. Consisting of (1) Application for Grants-In-Aid for In-Service Study, ITR Form 31; (2) Acceptance or Non-Acceptance of Georgia State Board of Education In-Service Grants-In-Aid, (ITR Form 32 and 32A); (3) Approval Letter for Grants-In-Aid; (4) Graduate Study Status Report, (ITR Form 36); and (5) Georgia State Teachers Scholarship Note. 3. Files are arranged alphabetically by Surname.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				6 15	
Legal-size File Drawers		6	12	Floor Space Occupied (Square Feet) 24 300 cu.ft.	
Microfilm		6	1	This Year's 30 Last Year's 15 Preceding Year's 15 All Prior Years' 5	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☒ [X] ☐ []
To reduce equipment and space required for storage.
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? 3yrs. after Fed. Audit or 5yrs. if not audited - HEW ☒ [X] ☐ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

24. REQUIREMENTS. The following requires the files to be kept 7 years: **After satisfaction of obligation or repayment of Grant.**
- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)
(See attached sheet)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ [] CALENDAR YEAR - ☐ [] FISCAL YEAR - ☒ [X] OTHER (See attached sheet), then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

(See attached sheet)

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Richard P. Hammerich</i>	<i>Dec 4, 72</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>L. G. Loring</i>	<i>12/6/72</i>
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Dyer</i>	<i>12-27-72</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Carroll Hart</i>	<i>12-24-72</i>
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	<i>Robert J. Sheel</i>	<i>12-27-72</i>

STATE RECORDS
COMMITTEE

23. Period for satisfying obligation or repayment of Grant under some circumstances may be extended up to 20 years.
24.
 - (1) Test scores in this file good for seven years.
 - (2) There is a possibility of a file being re-activated during several years involved in securing advanced certification or degree.
 - (3) Possibility of Federal Audit up to 5 years back.
25. Upon approval of application, microfilm file and destroy paper copies except promissory note.

Promissory Note - Upon microfilming place in local holding area until obligation is satisfied, then withdraw and return to applicant.

Microfilm File - Upon satisfaction of obligation transfer to inactive file. Cut off inactive file each calendar year, hold in current files area 7 years then destroy.

Rationale:

- (1) Space limitations in CFA preclude retention in hard copy format and office space is being further reduced.
- (2) This series is presently being filmed and has been for 5 years. Precedent
- (3) Ease of reference and file integrity with film is of great benefit.
- (4) Film format lends itself to ease of reactivation of file.